

Procedure 5-403K: Administrative Increment for Faculty Administrators.

Revision 0. Effective date: February 14, 2023

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I. Purpose and Scope

A. Purpose.

To provide guidance to administrative and academic units on the payment of an Administrative Increment to administrators with a Faculty appointment.

B. Scope.

This procedure applies to all administrative and academic units that appoint faculty to administrative positions.

II. Definitions

The definitions provided in Policy 5-403 and Rule R5-403B apply for this procedure. In addition, the terms below apply for the limited purpose of this procedure.

- A. “Administrative Increment” means compensation to an administrator who holds a Faculty appointment for services provided as an administrator that are above payments for other appointments or assignments.

III. Procedure

A. Eligibility

1. To qualify for an Administrative Increment, a Faculty Member must be appointed to an administrative position in an academic or administrative unit.

B. Payment Method and Limits

1. Payment of an administrative increment is processed on an employee personnel action form (ePAF) on a separate record using the appropriate job code for the administrative position.
 - a. Payment for administrative assignments for a Faculty Member on a nine-month contract should be initially done as summer pay, if possible. (see Procedure P5-403J)
 - b. Payment for administrative assignments for a Faculty Member on a twelve-month contract should be initially as a separate ePAF record if full-time equivalency (FTE) is available.
2. If summer pay or available full-time equivalency (FTE) is insufficient, an additional compensation form may be used to process payment.

C. Procedure

1. Administrative or academic units shall work with a payroll reporter or other unit administrator who can submit an employee personnel action form (ePAF).

Sections IV- VII are for user information and are not subject to the approval of the Academic Senate or the Board of Trustees. The Institutional Policy Committee, the Policy Owner, or the Policy Officer may update these sections at any time.

IV. Policies/ Rules, Procedures, Guidelines, Forms and other Related Resources

A. Policies/ Rules.

1. Policy 5-403: Additional Compensation Policy
 2. Rule 5-403B: Additional Compensation for Faculty
- B. Procedures, Guidelines, and Forms.
1. [*reserved*]
- C. Other Related Resources. [*reserved*]

V. References

- A. [*reserved*]

VI. Contacts

The designated contact officials for this Regulation are:

- A. Policy Owner(s) (primary contact person for questions and advice): Associate Vice President for Faculty and Associate Vice President for Health Sciences
- B. Policy Officer(s): Senior Vice President for Academic Affairs and Senior Vice President for Health Sciences

See Rule 1-001 for information about the roles and authority of policy owners and policy officers.

VII. History

Revision History.

- A. Current version. Revision 0.
1. Approved by – Senior Vice President for Academic Affairs and Senior Vice President for Health Sciences with effective date of February 14, 2023.